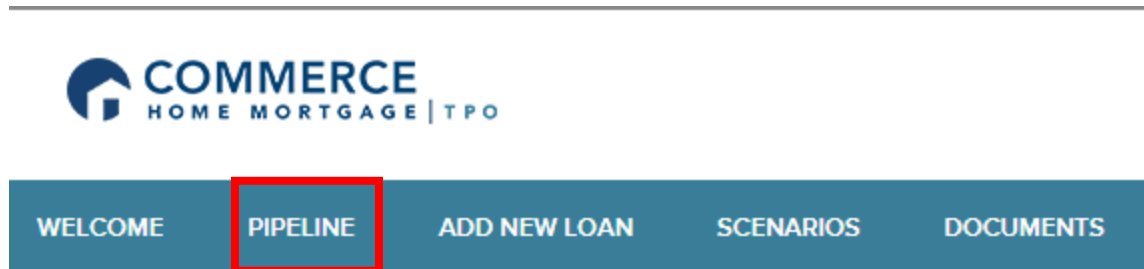


Viewing Conditions and Adding a Document to a Condition in TPO Connect

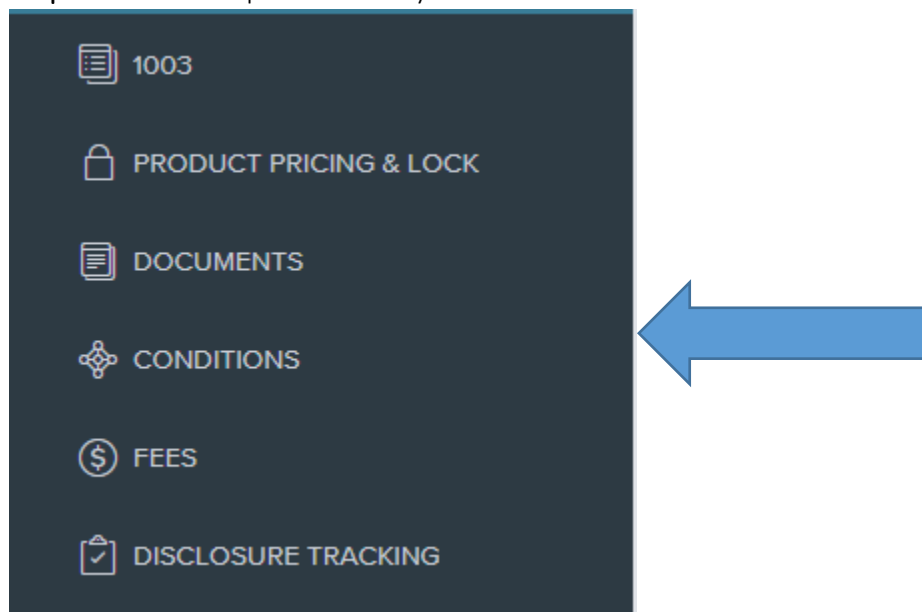
Step 1: When logging into TPO Connect you will click on the Pipeline link to access your loans:



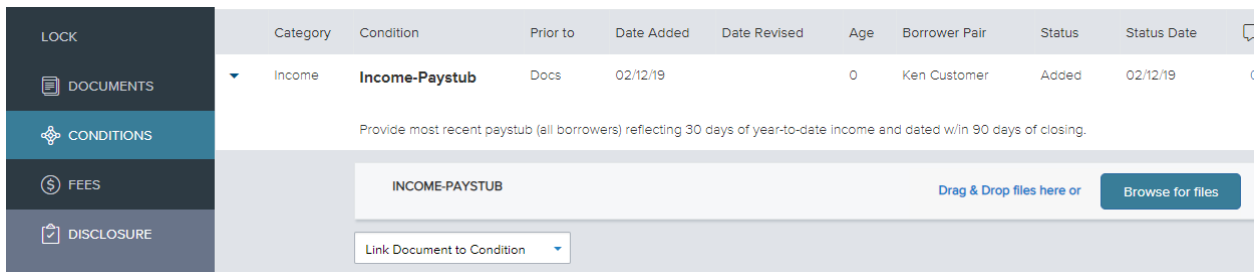
Step 2: From your pipeline view you will click on the loan you wish to view the conditions or add a document to a specific condition:

LOAN OPTIONS	Name / Loan # / Property Address	Lock Status	Lock Exp.	Loan Type / Amount	Date Started	Estimated Close Date	Status	Contacts
<input type="checkbox"/>	America, Andy #6000000184 3190 Crow Canyon San Ramon CA 94583	Not Locked		VA \$421,000.00	01/31/19	12/15/17	Started	
<input type="checkbox"/>	Binder, Katie #6000000187 123 main Street Jacksonville FL 32257	Not Locked		Conventional \$180,000.00	01/31/19		Started	
<input type="checkbox"/>	Binder, Katie #6000000186 123 main Street Jacksonville FL 32257	Not Locked		Conventional \$150,000.00	01/31/19		Started	
<input type="checkbox"/>	Customer, Ken #6000000181 1234 Any Street Irvine CA 92604	Not Locked		Conventional \$650,000.00	01/28/19		Started	

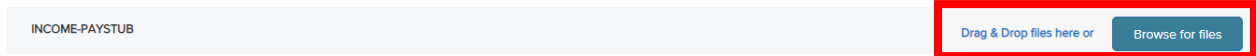
Step 3: From the options menu you will select *Conditions*:



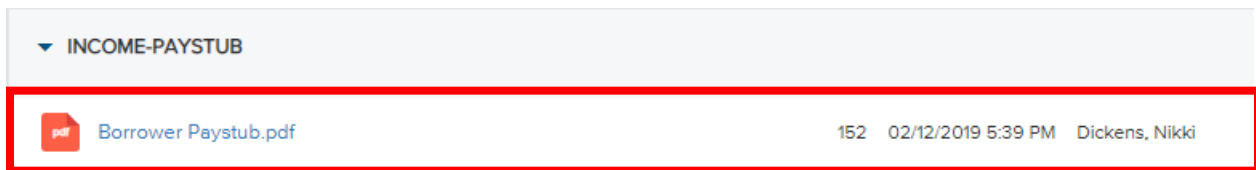
Step 4: On the screen, any external loan conditions added by the underwriter will be visible. External loan conditions are defined as those that are to be provided by the borrower or the Broker:



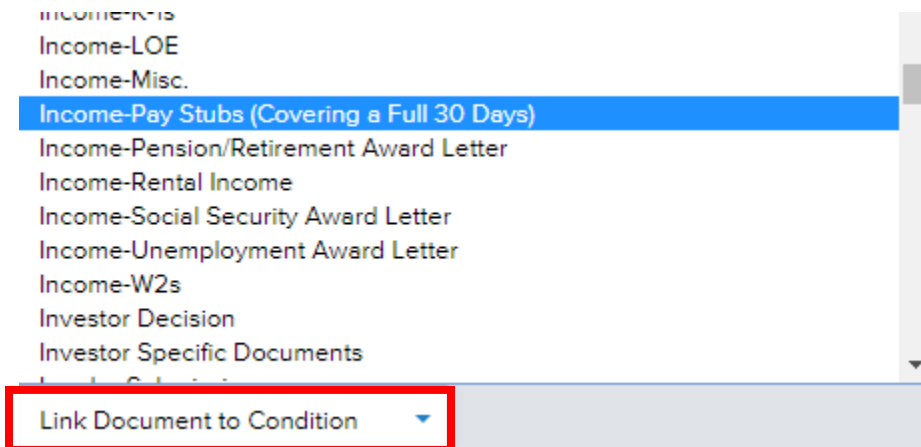
Step 5: Once the document has been collected it can be attached by either the Drag & Drop functionality or the Browse for Files button:



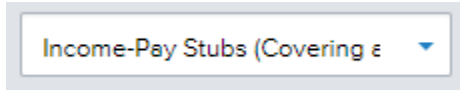
Step 6: Once the document has been attached to the condition it will appear under the condition heading along with the date, time and the person who added the document:



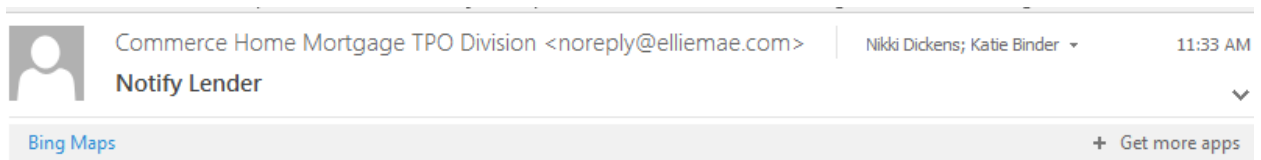
Step 7: Clicking on the arrow in the *Link Document to Condition* will open up a list of corresponding conditions to link:



Step 8: Once the document has been linked, the *Link Document to Condition* button will reflect the corresponding condition that was selected:



The Account Manager will receive an email notification like the one below when the file is ready for review:



The following loan from Commerce Home Mortgage is ready to review:

Loan Number: 6000000243

Borrower Name: Jami Kennedy

Property Address: 1200 White Hawk Ranch Dr Boulder, CA 80303

DO NOT REPLY TO THIS E-MAIL. THIS MAILBOX IS NEITHER MONITORED NOR ANSWERED